



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-038

POSTED: May 8, 2015

DEADLINE: May 22, 2015

JOB TITLE: Criminal Justice Information System Specialist

JOB CODE: 80350

PAYGRADE: 13

POSITION NUMBER: 00203360

LOCATION: Georgia Crime Information Center (GCIC)/
Technology Services Unit (Connectivity Work Group)
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$29,399 – \$38,220 annually

DUTIES AND RESPONSIBILITIES:

Performs processing, transactions or other administrative duties in support of the Criminal Justice Information System (CJIS) Network. Researches and resolves related issue, and provides documentation, reporting, and customer and administrative support. Process, review, and setup Originating Agency Identifier (ORI) and VPN requests for requesting agencies.

THIS JOB VACANCY NOTIFICATION HAS AGENCY SPECIFIC MINIMUM QUALIFICATIONS

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Associates degree in business administration, criminal justice, computer information systems, or computer science and one year of GCIC/NCIC system experience

OR

Two years of experience using GCIC/NCIC system

PREFERRED QUALIFICATIONS

Preference will be given to applicants who in addition to the minimum qualifications also possess in one or more of the following:

- Possess a Bachelors degree in business administration criminal justice, computer information systems, or computer science
- Working knowledge of GCIC procedures for User ID and Originating Agency Identifier (ORI) Structure
- Three or more years of experience in area of assignment

- Experience in data entry utilizing information systems software or other databases
- Ability to manage multiple projects, time management, decision making, organization, relationship building and interpersonal skills

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of **GBI Employment Disqualifiers.**

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER